

How do I schedule a room at SICE?



NOTE: If you are connecting to the Ad Astra system from outside of the IU network you will first need to make a [VPN Connection](#)

Conference rooms and common spaces in SICE buildings are scheduled using [Ad Astra](#) via the following link:

[Ad Astra On-Line Reservation System - https://meeting.sice.indiana.edu](https://meeting.sice.indiana.edu)

Most classrooms are controlled by IU Registrar. They are visible in the SICE scheduling grid, but will not appear in your list of spaces when submitting your room request.

To reserve a classroom for a class (or to alter your class reservation) contact SICE Academic Operations - sdeckard@indiana.edu

To reserve a classroom for a meeting/event, use the [campus event request form](#) via the following link:

[IUB Campus Event Request Form - https://indiana.sharepoint.com/sites/EventsScheduling/campusevent/default.aspx](https://indiana.sharepoint.com/sites/EventsScheduling/campusevent/default.aspx)



If it's your first time logging into Microsoft Sharepoint, you may have to enter your credentials. You **must** format your email address as **<username>@iu.edu** when logging in.

From within Ad Astra, you will be able to check room availability, find room capacities and types, and reserve the room.

When scheduling your room, please remember to include any necessary time for set up (technical, catering, etc) and tear-down.

Here are some *helpful training videos* to learn about [Ad Astra at IU](#).

How to schedule a SICE conference room or common space:

The screenshot shows the Indiana University Ad Astra website interface. At the top, there is a dark red header with the IU logo and the text 'INDIANA UNIVERSITY'. To the right of the header are fields for 'User Name:' and 'Password:' with a 'Log In' button and a 'Remember Me:' checkbox. Below the header is a navigation bar with tabs for 'ASTRA HOME', 'CALENDARS', 'RESOURCES', and 'EVENTS'. A dropdown menu is open under 'Request an Event', listing several links: 'BL Kelley School of Business Event Request', 'BL Media School Event Request', 'NW Classroom Request', 'NW Special Events Request', 'BL School of Informatics, Computing, and Engineering', and 'Instructions on how to use the Event Request Forms'. A blue arrow points to the 'ASTRA HOME' tab, and another blue arrow points to the 'Instructions on how to use the Event Request Forms' link. A red text overlay at the bottom of the dropdown menu reads: 'You should see this link, If you do not, click Astra Home'.

1. This will bring up the SICE [Request Form](#).
2. Complete the fields and submit.
3. Your request will be processed and you will receive a confirmation email (the confirmation email WILL NOT arrive immediately).

How to see the current schedule for conference rooms and common spaces:

Click on the **Calendars** TAB and **Scheduling Grids**

INDIANA UNIVERSITY

ASTRA HOME CALENDARS RESOURCES EVENTS

Calendar | Scheduling Grids

Calendars
Enterprise Calendars

Calendar
[View activity calendar.](#)

Scheduling Grids
[View daily resource grid.](#)

Help
[Help: Calendar](#)

Choose **BL-SICE** from the calendar pull-down:

INDIANA UNIVERSITY Logout DARKINS Help

ASTRA HOME CALENDARS RESOURCES EVENTS

Calendar | **Scheduling Grids**

Rooms Resources Day Week

Choose Calendar: Filter: ~~Request Event~~

11/07/2017 November 7, 2017

Room	Building Cod	Campus	Type	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM
BLCG 3074	BLCG	BL	CON							Retirement Strategies & Investments

BL-SICE



11/07/2017

November 7, 2017

IU building codes

Room	Building Cod	Campus	Type	Capacity	6:00 AM	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM
BLI 100A	BLI	BL	CON	12							
BLI 107	BLI	BL	CLAS-GEN	35			INFO-I 59C	INFO-Y 1C	INFO-I 3C		
BLI 109	BLI	BL	LAB-COMP	35			INFO-I 40C	INFO-I 10'	INFO-I 5		
BLI 232	BLI	BL	CON	12							
BLI West Lobby	BLI	BL	COMMON AREA	50							
BLI2 122	BLI2	BL	CLAS-GEN	24				INFO-I 60'	INFO-I 5		
BLI2 130	BLI2	BL	CLAS-GEN	50			CSCI-Y 3C	INFO-I 40'	INFO-I 5		
BLI2 150	BLI2	BL	CLAS-GEN	60				INFO-I 541/0002 -			
BLI2 226B	BLI2	BL	OFC	12							
BLI2 258	BLI2	BL	CON	8							
BLI2 Courtyard	BLI2	BL	COMMON AREA	50							
BLI2 East Lobby	BLI2	BL	COMMON AREA	50							
BLI 200	BLI	BL	LAB-COMP	35							

IU building codes:

- BLI = Informatics West
- BLI2 = Informatics East
- BLIF = Luddy Hall

If you have any other problems with the room reservation system, please [let us know!!](#)